

Az SAFE – Data Entry Process

1. Log in to the Common Logon using your Username and Password.



2. Select "Az SAFE" from the Common Logon Application Menu.



3. System displays the Az SAFE Home Page.
4. Select "Enter New Incident" button from the left-hand navigation area.



5. System displays the "Incident Info" tab.
6. Enter incident data information in data entry fields.
7. Select "Next" to save and go to the next tab.



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8. System displays the “People Involved” tab.
9. Enter Offender/Victim/Bystander information in the data entry fields.
10. Select “Add Another Person” button if there were more people involved in the incident.
11. Repeat Steps 9 & 10 until all people involved in the incident are entered.
12. Select “Next” button to save and go to the next tab.

13. System displays the “Violations” tab.
14. Select an offender from the list of offenders, then select a violation committed by that offender.
15. Select the “Add Another Violation” button if there were other violations committed by this offender during the Incident.
16. Repeat Steps 14 & 15 until all violations that occurred during the incident are entered.
17. Select the “Next” button to save and go to the next tab.

| Incident Violation ID | Violation Name | Primary Violation |
|-----------------------|---|-------------------|
| 698 | Disorderly Conduct | |
| 700 | Abuse of Authority or Property | |
| 701 | Taunts | |
| 702 | Disorderly Conduct | |
| 703 | Defiance or Disrespect Towards Authority and Non-Compliance | |
| 704 | Recklessness | |
| 705 | Harassment | |

18. System displays the “Actions Taken” tab.
19. Select a violation from the list of violations then select the offender who committed that violation.
20. Enter Action Taken information in the data entry fields.
21. Select the “Add Another Action” button if there are other actions to be added.
22. Repeat Steps 19, 20 & 21 until all actions taken for the incident are entered.
23. Select the “Exit” button to save and go to a new incident data entry screen.

| Action Taken | Date Action Occurred | First Name | Last Name | School ID | Action Status |
|--------------------|----------------------|------------|-----------|-----------|---------------|
| Disorderly Conduct | 10/20/08 | Thad | Officer | | Incomplete |